

Adding Comments to Comment Library in SpeedGrader

You can now add and save commonly used comments in SpeedGrader. Comments you have added to the Comment Library are available in each course in which you are the instructor.

1. Access your assignment in Canvas and click **SpeedGrader**.
2. Click the *Comment Library icon*. It will have a number beside it.
3. If you would like to see comment suggestions when typing, switch the toggle for that option to on.
4. To add a new comment to the library, type the comment in the field.
5. Click **Add to Library**.

Note: New comments will appear above.

6. Once you've added the comment to the library, click the back arrow.
7. If you selected *Show suggestions when typing*, you can begin to type and the suggestions will appear.
8. If you did **not** select *Show suggestions when typing*, click the *Comment Library icon* and click the comment you wish to insert.

Step 2

Step 3

Step 4

Step 5